

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE
MEDICAL SERVICES**

SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL / VITAL	RETENTION INSTRUCTIONS	DATE APPROVED / REVISED
LGMED-001	ACTIVITY REPORTS Record of daily activities such as time out, time in, mileage, number of passengers, number of stops, collections, gas and oil used, and driver's name.		Retain at agency 5 years; destroy.	
LGMED-002	PATIENT REPORTS Show equipment used, patient locations, nature of call, time factors, primary complaint, vital signs and other physical signs, site of injury, care rendered, medicine ordered, changes in condition, name and address of patient, driver, attendant, and type of payment. May also include related information such as EKG (electrocardiogram) results.	CONFIDENTIAL	Retain at agency 6 years; successful audit; destroy.	
LGMED-003	PATIENT REFUSAL FORMS Documents used to verify a patient's refusal of treatment.		Retain at agency 6 years; destroy.	
LGMED-004	NARCOTIC ADMINISTRATION RECORDS This series records the inventory of the Controlled Substances Count conducted at the beginning and end of each shift: contains date, time, name and signature of off-going and on-going paramedics. Information pertaining to the number of bottles, vials, patches, and cards used.		Retain at agency two years; successful audit; destroy. 21 CFR 1304.04	09/12/2014